



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	August 7, 2015	<b>Closing Date:</b>	August 21, 2015
<b>Job Title:</b>	Assistant Chief Deputy –Administration	<b>Position Type:</b>	Regular, Full Time, At-Will
<b>PIN:</b>	060060	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Circuit Court for Baltimore City Baltimore, Maryland	<b>Grade/Salary:</b>	J15 \$53,735 - \$64,400 (Depending on Qualifications)
<b>Financial Disclosure:</b>	Yes		

**Essential Functions:** This is a professional position which is responsible for directing, coordinating and managing the Functions and staff of the Clerk's Office, Human Resources, Information Technology, Accounting, Purchasing, Jury, Assignment, Land Records and Licensing Departments. Serving as a member of the Clerk's senior management team, the Assistant Chief Deputy of Administration participates in the development and implementation of short and long-term planning and other Office-wide administrative policies and procedures. Directs and supervises the work within assigned departments. Manages the work of each unit through its managers, supervisors, or as necessary, directly supervising staff to ensure the work is completed efficiently and accurately. Plans, develops and monitors policies and procedures. Establish goals and reasonable time standards for functional units. The Assistant Chief Deputy serves as the highest level within the unit to resolve issues, interpret policies, regulations and laws and select a course of action as necessary. Coordinates with managers to maintain effective implementation of procedures and activities by searching for solutions through various alternatives and resources. Acts as the senior Office Manager in the absence of the Clerk of the Court, Chief Deputy Clerk and Assistant Chief Deputy of Operations. Serves as liaison to other agencies within and outside the Judiciary in regards to administrative and technical areas. Recommends and consults with senior management concerning organizational and staffing improvements to ensure effective service throughout the unit. Prepares and/or supervises preparation of required and special reports. Reviews and analyzes data for indications of problems or trends and presents recommendations. Maintains operation records. As assigned, participates in the research, review and analysis of changes in the Maryland Rules of Procedure and Maryland Codes. Performs all other duties as assigned.

**Education:** High school diploma or GED.

**Experience:** Six years of work experience involving court operations. Two years of supervisor or lead experience.

**Preferred:** Graduate of Judiciary's Court Professional Certificate Program.

**Skills/Abilities:** Knowledge of principles of management, emergency plan development and strategic planning. Knowledge of judiciary policies, procedures, rules and administrative regulation. Knowledge of human resources, fiscal, information technology and court administration practices. Ability to develop and implement short and long term plans. Ability to interpret and apply laws, procedures and regulations, to exercise both independent judgement and have a good understanding of established objectives and working of the organization in the interpretation of laws, the determination of a courts of action, and the identification of potential issues. Ability to build teams and coalitions, encourage and motivate others. Ability to manage competing priorities, demonstrate flexibility and deal effectively with change. Strong management skills, with the ability to manage a multitude of projects simultaneously, assign appropriate priorities, assess the importance of each task and the impact of delay. Ability to assess the needs of the Department in terms of staff, equipment, training changes, etc. Ability to effectively deal with sensitive situations, conflict management and resolution, to provide effective explanations and information to all levels of managers and staff, and to mediate and/or negotiate in group and individual situations. Ability to exercise initiative and sound judgment in solving problems. Excellent interpersonal skills, with ability to negotiate effective solutions while maintaining good long-term working relationships within and outside the Judiciary. Ability to communicate effectively, both orally and in writing (to include public speaking), employ tact and discretion, be culturally sensitive, collaborate and cooperate with employers, jurors, attorneys and agencies. Ability to discreetly handle confidential and sensitive information. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

**Circuit Court for Baltimore City  
Courthouse East, Room 412  
111 North Calvert Street  
Baltimore, MD 21202  
Attn: Human Resources**

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.**